

Specific Instructions for Transmittal Form

- BLOCK 1** Enter the Tax Year of the W-2 data and the Total Virginia Taxes as withheld and reported to Tax.
- BLOCK 2** Enter your 9-digit IRS-assigned EIN number.
- BLOCK 3** Enter the number of 3480 or 3490 cartridges, CD's or diskettes sent in this transmittal.
- BLOCK 4** Enter the inventory number of each diskette or CD. The inventory number is any identification number you assign. If this block is not applicable, leave blank. *Multiple diskettes or CD's files must be **CLEARLY MARKED** as multiple diskettes or CD's of the same file ("VOL 1 of 3", "Vol 2 of 3", etc.).*
- BLOCK 5** Indicate if Form VA-6 is enclosed, already mailed, or will be mailed later.
- BLOCK 6** Enter your name, address and telephone number.
- BLOCK 7** Enter name, address and telephone number of your payroll contact, if different from Block 6.
- BLOCK 8** Enter name, address and telephone number of your programming contact, if different from Block 6.
- BLOCK 9** Sign and date the declaration statement.
- NOTE:** *If you are submitting W-2 information for an employer other than yourself, you MUST fill out Blocks 10, 11 and 12 on the back of the transmittal.*
- BLOCK 10** Enter the submitter's name and FEIN, and the number of Employers listed on the file.
- BLOCK 11** List the employers name and FEIN as well as the total Virginia tax withheld as reported on the Magnetic Media medium.
- BLOCK 12** Total taxes withheld in Block 11. This amount must equal the amount in Block 1

Mailing Magnetic Diskettes and CDs

Place the transmittal form and the magnetic media diskette, in a mailer with proper padding to prevent damage in transit. Specially-sized mailers for CD's and diskettes are available commercially. Insert each diskette in its own protective sleeve before packaging. Mark the outside of the package "MAGNETIC MEDIA". **DO NOT use paper clips, rubber bands or staples on diskettes.** Use only disposable mailers. CDs should be mailed using USPS approved CD Mailers. We are unable to return special containers or acknowledge receipt of your magnetic media. If you require an acknowledgment, please send your file by U.S. Postal RETURN RECEIPT procedures.

Send the package with a copy of this transmittal to:

**DEPARTMENT OF TAXATION
W-2 PROCESSING
P.O. BOX 1278
RICHMOND, VIRGINIA 23218-1278**

Boxes 1-6 and 9 **MUST** be completed ! Payroll Services **MUST** fill out back of transmittal.

Transmittal for Virginia W-2 Information on Magnetic Media (See reversed side for Instructions)		1. Tax Year ____ ____ ____ ____ Total Virginia Taxes Withheld \$ _____
2. Federal Employer Identification Number of Transmitter _____	3. Number and type of reporting medium ____ 3480 or 3490 Cartridge ____ CD's ____ Diskette(s)	4. Transmitter's magnetic media inventory numbers (if any)
5. Annual or Final Summary of Income Tax Withheld Form VA-6, <i>check one</i> : _____ Enclosed _____ Sent by mail/iFile _____ Will be mailed later		
6. Name and address of transmitter, <i>include street, city, state, and zip code</i> : Telephone Number (____) _____		
7. Name and address of payroll contact, <i>if different from 6</i> : Telephone Number (____) _____		
8. Name and address of programming contact, <i>if different from 6</i> : Telephone Number (____) _____		
9. I declare that I have examined this information and to the best of my knowledge and belief it is true, correct and complete. _____ SIGNATURE _____ DATE		

Send magnetic media package with copy of transmittal to:

**DEPARTMENT OF TAXATION
W-2 PROCESSING
P.O. BOX 1278
RICHMOND, VIRGINIA 23218-1278**

VIRGINIA EMPLOYER INCOME TAX WITHHOLDING RECAP OF FILES SUBMITTED

10. SUBMITTER'S NAME	SUBMITTER'S FEIN	NUMBER OF FILES REPORTED

[illegible]

12. TOTAL EMPLOYER INCOME TAX WITHHELD	
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